

Emeric-Ford

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION <i>San Francisco Los Angeles (H)</i>		2. POSITION NUMBER <i>43436</i>	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Clarify This Position <i>LS-028, Environmental Protection Spec., TS-133, 03/95</i>					
b. Title		c. Service	d. Series	e. Grade	f. CLC
<i>Environmental Protection Specialist</i>		<i>GS</i>	<i>028</i>	<i>13</i>	
4. SUPERVISOR'S RECOMMENDATION Environmental Protection Specialist		GS	028	13	
5. ORGANIZATIONAL TITLE OF POSITION (if any) Brownfields Coordinator			6. NAME OF EMPLOYEE		
7. ORGANIZATION (give complete organizational breakdown)					
a. U. S. ENVIRONMENTAL PROTECTION AGENCY			e.		
b. Region 9			f.		
c. Superfund Division			g.		
d. Immediate Office			h. EPAYS Organization Code		
8. SUPERVISORY/MANAGERIAL DESIGNATION					
<input type="checkbox"/> [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide. <input type="checkbox"/> [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment. <input type="checkbox"/> [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager. <input type="checkbox"/> [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations, give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans. <input type="checkbox"/> [T] "Team Leader" This position meets the requirements for coverage under Part II of the Work Leader Grade Evaluation Guide. <input checked="" type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such status or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor <i>Nancy Lindsay, Deputy Director, Superfund Division</i>			d. Typed Name and Title of Second-Level Supervisor <i>Keith A. Takata, Director, Superfund Division</i>		
b. Signature <i>[Signature]</i>		c. Date <i>2/24/05</i>	e. Signature <i>[Signature]</i>		f. Date <i>2/24/05</i>
10. OFFICIAL CLASSIFICATION CERTIFICATION					
a. <input checked="" type="checkbox"/> This position has no promotion potential. <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:			b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt		c. Functional Code
d. Bargaining Unit Code <i>0018</i>	e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (___% of time) <input type="checkbox"/> This position is subject to random drug testing ()		f. Signature <i>[Signature]</i>		g. Date <i>3/1/05</i>
11. REMARKS (none)					

Position Description
Brownfields Coordinator
Environmental Protection Specialist
GS-028-13

Introduction

This position is located in the Superfund Division, Brownfields Team. The incumbent works in a high-visibility position as part of a eight person team reporting to the Director of the Superfund Division. The Brownfields Team is responsible for developing and promoting the Brownfields program throughout the regional office, among states, tribes, and local government, community organizations, and with other public and private entities. The incumbent has knowledge of Agency programs affecting economic development, especially applicable portions of CERCLA, RCRA, and UST/LUST programs, as well as knowledge of the relevant programs implemented by HUD and the Department of Commerce. The incumbent works closely with headquarters Brownfields staff to develop and implement evolving program activities.

Major Duties and Responsibilities

1. Supports Brownfields program goals which include: 1) promoting environmental protection and restoration, economic development, job creation, community revitalization, and public health protection through the assessment, cleanup and sustainable reuse of Brownfields; 2) linking federal, state, local, and non-governmental activities supporting community efforts to restore and reuse Brownfields; and 3) developing national models demonstrating the positive results of public and private collaboration in addressing Brownfields challenges. Incumbent has basic knowledge of state and local finance and urban redevelopment issues, as well as a broad knowledge of place-based approaches to environmental protection, urban ecosystems management, sustainable development, and environmental justice.
2. Serves as a project officer for Brownfields assessment, cleanup, revolving loan fund, and/or job training grants. May also serve as project officer for state and tribal program development grants (128 grants). May also serve as project officer for grants involving assignments under the Intergovernmental Personnel Act (IPA). May also serve as project officer for interagency agreements (LAGs).
3. Participates in the evaluation of Brownfields grant proposals and in review panels for Brownfields competitive grants.
4. Reviews and interprets national guidance on the Brownfields program for Agency personnel and external parties.
5. Conducts outreach and training on the Brownfields program for Agency personnel and external parties.

FES Factors

Factor 1 - Knowledge Required by the Position

This position requires a professional ^{Mastery} knowledge of laws, regulations, principles, practices, and programs that impact the ability of private and public sector developers to reuse or redevelop contaminated property. In addition, a working knowledge of other Agency programs and state environmental laws and programs is also required. Ability to evaluate the limits of present laws, regulations, and programs and develop long-term changes as necessary.

Factor 2 - Supervisory Controls

The Team Leader makes assignments in the form of broad functional responsibilities, together with broad overall objectives. Individual projects or work to be done, priorities and deadlines are established in consultation with the Team Leader. The employee typically initiates new projects or activities independently, and determines the methodology to achieve desired results. The employee keeps the Team Leader informed of progress, but recommendations and decisions of the employee are generally accepted as technically and programmatically sound, although final approval may depend on formal action of the Team Leader. Completed work is generally reviewed for adherence to policy and for assurance that broad technical or program objectives are fulfilled.

Factor 3 - Guidelines

Guidelines are basic legislation and broadly stated agency regulations, directives and policy statements. The employee exercises considerable judgment and ingenuity in interpreting and adapting guides that exist and in developing new and improved hypotheses, approaches or concepts not previously employed by the Agency.

Factor 4 - Complexity

Assignments involve the interpretation and implementation of policy and program directives that generally require supplementation to provide adequate coverage for a range of new subjects and the modification of standard guidelines to address situations involving the successful implementation of the program. Individual assignments typically involve complex features. Understanding how a wide array of issues, laws, and programs interact and impact one another requires a strong ability to integrate complex ideas.

Factor 5 - Scope and Effect

The purpose of the work is to provide both administrative and technical support for Agency Brownfields and economic development initiatives. It has a significant impact on the economic health of communities by creating an environmental understanding of property conditions and an investment climate in the region that encourages parties to reuse and redevelop contaminated property.

Factor 6 - Personal Contacts

Personal contacts are with staff and managers from within the Region, within headquarters, and other EPA Regional offices; contacts are frequently with representatives of private industry and local and state governments. These contacts may require formal presentation of Agency scientific, program and policy positions. The employee may represent EPA on inter- and intra-agency task forces and at national councils and conferences.

Factor 7 - Purpose of Contacts

The purpose of contacts is to share information on technical, program and policy information, expert opinions, and balanced analysis of recognized technical competence on complex questions; to participate in conference, meetings or presentations involving technical and policy issues that have regional sensitivity, consequences, or importance. Such active participation in such conferences, negotiations and meetings concern technical questions and policies on which there are conflicting conclusions, interests, solutions or opinions.

Factor 8 - Physical Demands

Work is mainly sedentary with some moderate physical activity required during site visits.

Factor 9 - Work Environment

Work is performed primarily in an office setting, although there is some travel to EPA headquarters, state offices, public meetings and conferences, as well as sites at which hazardous substances, pollutants, contaminants, and/or petroleum products may be present.

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